



King County

CHIEF OF OPERATIONS

DEPARTMENT OF ADULT & JUVENILE DETENTION

Annual Salary Range: \$70,101 – \$ 88,857

Job Announcement: 04PS4599

OPEN: 9/27/04

CLOSE: Open Until Filled

WHO MAY APPLY: This career service exempt position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials must be submitted to the King County Department of Adult & Juvenile Detention (DAJD) Human Resources. Applications may be mailed or hand delivered (please note different addresses below), or e-mailed to Recruitment.DAJD@METROKC.gov. Applications not received at the specified locations may not be processed.

Mailing Address: KC DAJD Human Resources, 500 Fifth Ave. (M/S: KCF-AD-0600), Seattle, WA 98104

Drop Off Location: KC DAJD HR, King County Courthouse, 516 Third Ave., Room E-245, Seattle, WA.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume, a letter detailing how you meet or exceed the job qualifications and the response to the questionnaire at the end of this announcement. The first screening of applications will occur after October 20, 2004. Additional screenings may occur until a selection is made. For questions, please contact Pamela Samek at 206-296-1417.

WORK LOCATION: Youth Service Center, 1211 East Alder, Seattle, WA

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. This is a 24/7 operation; the work week is normally Monday through Friday, 8:00am-5pm but hours will vary depending on activities. Some weekends and evenings are required.

JOB DESCRIPTION: The Chief of Operations is a non-uniformed employee of management rank who reports to the Juvenile Division Director and provides administrative support, directions and management of a Juvenile Detention Facility, including supervision of both uniform and non-uniform personnel. The Juvenile Division has two positions and both will be filled at this time.

PRIMARY JOB DUTIES INCLUDE:

1. Administers and evaluates the daily operations of the secure Juvenile Detention Facility with functional authority over Juvenile Detention activities including security, transport, intake, classification and other detention functions. Assigns and directs the work of Detention staff through subordinate supervisors including evaluating and managing performance, organizing, coordinating and monitoring staff, detention programs and daily work activities.
2. Reviews, develops, modifies and implements divisional strategic planning and goal setting; develops and implements short and long range programs to institute organizational change as needed.

3. Reviews all internal investigations of staff and forwards recommendations to Division Director. Maintains discipline and resolves difficult security problems. Provides direction and information to staff regarding personnel matters.
4. Manages resources, including overtime resources, for Juvenile Detention operations; makes budget recommendations; conducts cost analyses; estimates operation and maintenance costs.
5. Coordinates with Division and Department senior administration regarding personnel, training, fiscal and other administrative issues. Studies records, reports, recommendations and other informational material and makes recommendations to higher management concerning issues affecting the department, as well as political issues and concerns within the Division.
6. Develops and maintain partnerships with courts, law enforcement and other outside agencies to maintain and improve provision of services to detained juveniles and to the public.
7. Plans and keeps current emergency plans such as riot, escape and natural disaster response.
8. Performs as acting Division Manager in the absence of the Division Manager, as assigned. Performs as 24-hour-on-call Officer of the Day (OD). Serves as the official Juvenile Detention representative after normal business hours regarding all incidents involving detained youth or staff that could result or have resulted in major property damage, a formal complaint, or serious/critical consequence.
9. Other duties as assigned.

DESIRABLE QUALIFICATIONS: A minimum of five (5) years' juvenile-justice or criminal-justice experience managing programs, budget, personnel, labor and employee relations; experience working with diverse groups including community advocates, elected officials, the media, other juvenile-justice or criminal-justice agencies. Experience within King County government is desirable. Demonstrated leadership and team-building experience. Demonstrated ability to function as part of a senior management team. A college or university degree is desirable.

SELECTION PROCESS: This selection process will consist of an evaluation of the materials listed above under Forms and Materials Required. Those applicants judged most competitive based on a screening of application materials received may be requested to complete additional testing and/or scheduled for interview.

NECESSARY SPECIAL REQUIREMENT: Selected candidates must pass a thorough background investigation process which includes polygraph, criminal history check, fingerprinting, and references. A valid Washington State driver's license or the ability to travel throughout the County in a timely manner is also required.

CLASS CODE: 8879

**CHIEF OF OPERATIONS
DEPARTMENT OF ADULT & JUVENILE DETENTION
SUPPLEMENTAL QUESTIONNAIRE**

Response to this questionnaire is required to complete the application for this position. Provide a concise written response to items 2 through 7, limiting your response to no more than six pages. At the top of each page you submit, please print your full name, the date, and position title.

1. Submit a writing sample that you wrote concerning a project or proposal that you submitted to your employer or employees between August 2001 and August 2004
2. Describe teamwork methods you have successfully employed and include what you believe are the critical elements of teamwork.
3. Describe your experience in managing a unionized workforce. What were the challenges and what did you do to overcome such challenges?
4. Discuss the philosophy of Juvenile Justice and your view of what is required to address the needs of the youth, the family, and the public?
5. Describe a workplace initiative that you developed and implemented. Was the initiative successful and, if so, how were you able to measure your success?
6. Describe your style of leadership and the processes you use for decision making.
7. Discuss your philosophy about health, safety and security within a secure detention facility and include examples of how you addressed each category.